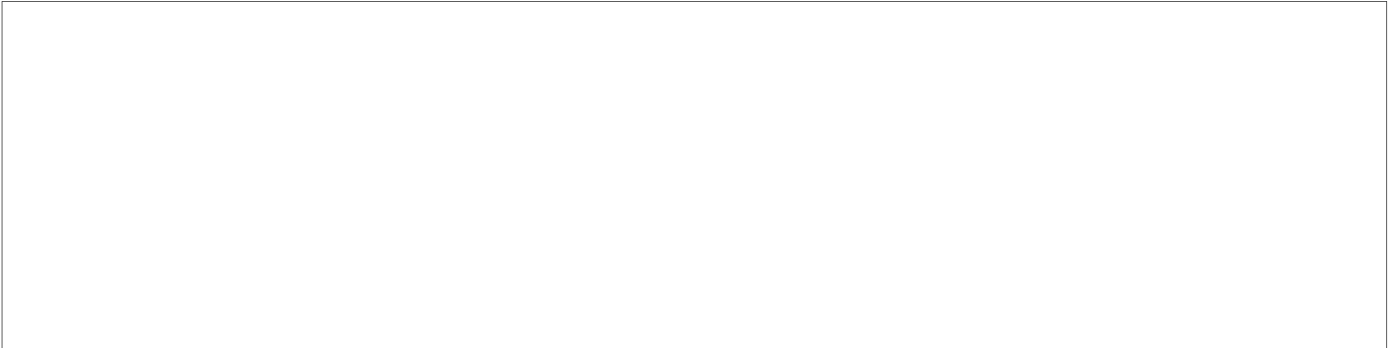


~~C O N F I D E N T I A L~~

PROCUREMENT MANAGEMENT STAFF, OL
SIGNIFICANT ACCOMPLISHMENTS
THIRD QUARTER FY 1988

25X1



° Procurement Management Reviews (PMR)

The rough draft of the findings and recommendations of the PMR Team after its review of the Office of Technical Service contract team was completed. The report on the Office of Communications has been reviewed by the PE and is being readied for review and release by the Director of Logistics (D/L). The report for the [redacted] is now being reviewed by the PE. The PMR Team has begun its review of the Office of SIGINT Operations, the fourth team undergoing review in 1988. [redacted]

25X1

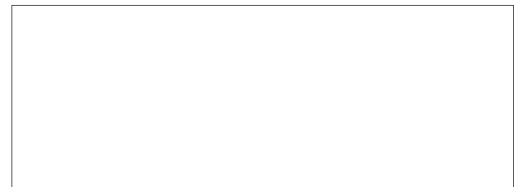
25X1

° OL/PMS-Sponsored Workshops

During this quarter, OL/PMS sponsored four workshops:

- On 1 April, an outside guest speaker, Dr. Teresa Elliot, presented a workshop entitled "Improving Interpersonal Communication Skills." She discussed the importance of developing better interpersonal skills, both verbal and nonverbal, and how to improve them.
- "Introduction and Overview of Procurement in the CIA" was conducted on 7 and 8 April 1988. This course provided to the new employee a good understanding of the contracting system. Seventy-one employees attended this two-day course.

25X1



~~C O N F I D E N T I A L~~

SUBJECT: Significant Accomplishments for Third Quarter FY 1988

25X1 -- On 26 May, the "Freedom of Information Act" (FOIA) workshop was conducted. [] Office of Information Services, and [], OGC, presented an informative briefing on this area of law and how it relates to the procurement process. STAT

25X1 -- [] an attorney from OGC on rotational assignment in OL/PMS, presented a workshop on 9 June entitled "Staying Out of Trouble: Ethics in Government." [] OGC, 25X1 assisted him. 25X1 []

° Inspector General (IG) Audit on Agency Procurement

25X1 At the direction of the D/L, a comprehensive analysis and report was prepared in response to the IG audit on the Agency's procurement system. This report, incorporating the views of other OL managers, was completed, meeting a very tight schedule allowed for response by OL/PMS. []

° CONIF Activities

25X1 On 11 April, each member of the CONIF team was awarded a Certificate for Exceptional Accomplishment for her work efforts at the close of fiscal year (FY) 1987. []

25X1 During the period 1 April 1988 through 20 June 1988, CONIF processed 2,437 contracts and 1,286 amendments based on the date that the record was recorded. []

° Automation Activity

25X1 The Contract Team Automation Working Group (CTA/WG) has written a draft of its final report. The report recommends an approach to automate some of the OL contract teams. The report culminates months of hard work by the Working Group and includes an assessment of the available technology and of the Agency's present and future needs. It is a major step toward equipping procurement personnel with the needed tools to serve better the customer. []

° Automation of Agency Contract Review Board (ACRB) Reports

25X1 OL/PMS established a database, run on its IBM PC, to automatically generate monthly, quarterly, and annual reports for the ACRB process. []

SUBJECT: Significant Accomplishments for Third Quarter FY 1988

° Bidders List

OL/PMS, with assistance from the Information Management and Support Staff, OL, has established a database to capture information from the Standard Forms 129 sent to the Agency by interested vendors. This database will be available, via a Delta Data terminal, to help search for potential bidders with particular capabilities. Instructions will soon be forwarded to COs. Over the next several months, a concentrated effort will be made in OL/PMS to build up the database.

° Procurement Note (PN)

25X1 During the third quarter of FY 1988, Quality Systems, Inc., was placed on PN 85 because an audit report identified questionable accountable practices and inadequate fiscal and managerial control. []

° Procurement Newsletter

25X1 The Procurement Newsletter for the third quarter was released and distributed to all contracting elements during June 1988; it covers relevant and substantive legislative and procurement-related issues. []

° Competition in Contracting

25X1 The letters from the D/L to each directorate, indicating the directorate's competitive activity for the first half of FY 1988, were completed. This quarterly reporting is one part of a concentrated effort by OL/PMS to encourage competitive procurements whenever practicable. These letters focus the attention of directorate and office managers on the impact which their decisions have upon the competitive efforts of the contract teams. []

° Senior Contracting Officers (SCO) Meeting

25X1 An SCO meeting was held in April; the major topics discussed included: profit policy review; procurement automation; CTA/WG; work-in-progress reports; expert systems; and acquisition planning guide. []

SUBJECT: Significant Accomplishments for Third Quarter FY 1988

25X1 Another SCO meeting is scheduled for 24 June. The major topics to be discussed are proposed quick closeout procedure, the CTA/WG study, OGC review, and new invoicing procedures. Four contract officer interns (COIs) will receive certificates of completion at this meeting. [redacted]

° Procurement Personnel Database

25X1 OL/PMS was tasked by the PE to create and maintain a database that includes a personnel profile for each procurement careerist. The profile includes grade, date of grade, entrance on duty dates into the Agency and procurement, service computation date, employee title, position number, position grade, date of birth, current assignment, current date of assignment, and the last two assignments and dates. This database also includes a master procurement training course listing and an individual listing of training for each procurement careerist. [redacted]

° Contract Officer Intern Program

25X1 Four COIs completed this program in June; they are [redacted]

25X1 [redacted]
25X1 Their completion represents the culmination of a
25X1 considerable effort by those individuals. [redacted]

° Procurement Training

During the third quarter, 87 procurement employees were enrolled in and completed 15 courses, costing a total of \$25,000.